



TRANSPORT & MASS TRANSIT DEPARTMENT  
GOVERNMENT OF SINDH



**Sindh  
Mass Transit  
Authority**

## NOTIFICATION

NO.SMTA/ADMIN/2023/646- In pursuance of note no.42 dated 12-04-2023 with the approval of competent authority (i.e. Minister Transport & Mass Transit Sindh). The contract period of the following employees of the Sindh Mass Transit Authority, Transport & Mass Transit Department, Government of Sindh are hereby extended for a period of **One (01)** year as mentioned against each:-

| Sr. No. | Name                      | Designation                                    | Contract Extended W.E.F |
|---------|---------------------------|--|-------------------------|
| 1       | Mr. Syed Yazim Ali Shah   | Deputy Director (Administration & Procurement) | 29/05/2023              |
| 2       | Mr. Rafay Ali Laghari     | Deputy Director (Budget & Accounts)            | 29/05/2023              |
| 3       | Mr. Kashif Ali Khan       | Deputy Director (Contract Management)          | 03/07/2023              |
| 4       | Mr. Rizwan Yousuf         | Deputy Director Infrastructure                 | 03/07/2023              |
| 5       | Mr. Babar Ali Khan        | Assistant Director (Admin & Procurement)       | 31/05/2023              |
| 6       | Mr. Adeel Manzoor         | Assistant Director (Budget & Accounts)         | 29/05/2023              |
| 7       | Mr. Rizwan                | Assistant Director Infrastructure              | 03/07/2023              |
| 8       | Ms. Ambreen Fatima        | PRO  | 01/06/2023              |
| 9       | Mr. Syed Hussain Mughadas | Senior Auditor                                 | 30/05/2022              |
| 10      | Mr. Shakeeb Memon         | Sub Engineer                                   | 03/07/2022              |
| 11      | Syed Muhammad Khurram     | Sub Engineer                                   | 01/06/2022              |

**-MANAGING DIRECTOR-  
SINDH MASS TRANSIT AUTHORITY**

NO.SMTA/ADMIN/2023/

Karachi, dated the 4<sup>th</sup> May, 2023

*A Copy is forwarded for Information to:-*

1. The Accountant General, Sindh, Karachi.
2. The PS to Minister, Transport & Mass Transit, Sindh.
3. The PS to Secretary, Transport & Mass Transit Department, GoS.
4. The PS to Managing Director, SMTA, Karachi.
5. Officer concerned.
6. Master File.

(DEPUTY DIRECTOR ADMINISTRATION)  
FOR MANAGING DIRECTOR



**Sindh  
Mass Transit  
Authority**

TRANSPORT & MASS TRANSIT DEPARTMENT  
GOVERNMENT OF SINDH

Karachi Dated: 06<sup>th</sup> September, 2022

## NOTIFICATION

No.SMTA/Notification/2022/1157 With the approval of competent authority (i.e. Chief Minister Sindh). The contract period of the following employees of the Sindh Mass Transit Authority, Transport & Mass Transit Department, Government of Sindh are hereby extended for a period of One (01) year as mentioned against each with 5% increment in the Salaries:-

| Sr. No. | Name                  | Designation                                    | Contract Extended<br>W.E.F |
|---------|-----------------------|--|----------------------------|
| 1       | Syed Yazim Ali Shah   | Deputy Director (Administration & Procurement) | 29/05/2022                 |
| 2       | Mr. Rafay Ali Laghari | Deputy Director (Budget & Accounts)            | 29/05/2022                 |
| 3       | Mr. Kashif Ali Khan   | Deputy Director (Contract Management)          | 03/07/2022                 |
| 4       | Mr. Rizwan Yousuf     | Deputy Director Infrastructure                 | 03/07/2022                 |
| 5       | Ms. Ambreen Fatima    | PRO  | 02/06/2022                 |
| 6       | Mr. Babar Ali Khan    | Assistant Director (Admin & Procurement)       | 31/05/2022                 |
| 7       | Mr. Adeel Manzoor     | Assistant Director (Budget & Accounts)         | 29/05/2022                 |
| 8       | Mr. Rizwan            | Assistant Director Infrastructure              | 03/07/2022                 |

**MANAGING DIRECTOR**  
Sindh Mass Transit Authority  
Government of Sindh

A copy to forwarded for information & necessary action to:-

1. The Accountant General Sindh, Karachi.
2. The Deputy Director Budget & Accounts, Sindh Mass Transit Authority, TMSTD
3. The P.S to Minister, Transport & Mass Transit, Sindh, Karachi.
4. The P.S to Secretary, Transport & Mass Transit Department, Karachi.
5. The P.S to Managing Director, Sindh Mass Transit Authority, TMSTD, Karachi.
6. Officer Concerned.
7. Notification File.

**Deputy Director (Administration & Procurement)**  
Sindh Mass Transit Authority  
Government of Sindh  
Syed Yazim Ali Shah  
D.D (Admin & Proc.)  
Sindh Mass Transit Authority



**Sindh  
Mass Transit  
Authority**

TRANSPORT & MASS TRANSIT DEPARTMENT  
GOVERNMENT OF SINDH

Karachi Dated the 1<sup>st</sup> June, 2022

## NOTIFICATION

**NO.SMTA/Salary/2022/L-844** Consequent to the approval of Competent Authority i.e., Minister, Transport & Mass Transit Department / Chairman Sindh Mass Transit Authority Board on the removal of discrepancies, revised salaries of the following contractual employees of Sindh Mass Transit Authority, Transport & Mass Transit Department, Government of Sindh is hereby notified with effect from 01-06-2022:-

| NO. | OFFICER NAME         | DESIGNATION                              | SALARY PER MONTH |
|-----|----------------------|--|------------------|
| 1   | Rizwan Yousuf        | Deputy Director (Infrastructure)         | 230,000/-        |
| 2   | Babar Ali Khan       | Assistant Director (Admin & Procurement) | 172,500/-        |
| 3   | Adeel Manzoor        | Assistant Director (Budget & Accounts)   | 172,500/-        |
| 4   | Rizwan Ghani         | Assistant Director (Infrastructure)      | 172,500/-        |
| 5   | Syed Hussain Mugadas | Senior Auditor                           | 86,250/-         |

2. All other Terms and conditions of the employment contract shall remain unchanged.

**CAPT. (RETD.) ALTAH HUSSAIN SARIO  
MANAGING DIRECTOR  
SINDH MASS TRANSIT AUTHORITY**

**NO.SMTA/Salary/2022/L-844**

Karachi Dated 1<sup>st</sup> June, 2022

**The Copy Forward to:-**

1. The Accountant General, Sindh, Karachi.
2. Deputy Director Budget & Accounts, SMTA, TMTD, GoS, Karachi.
3. Deputy Director Admin & Procurement, SMTA, TMTD, GoS, Karachi.
4. PS to Minister Transport & Mass Transit Department, Government of Sindh.
5. PS to Secretary, Transport & Mass Transit Department, Government of Sindh.
6. Officer concerned. (*Adeel Manzoor AD Budget & Accounts*)
7. Master File.

11/04/2022

To

Managing Director,  
Sindh Mass Transit Authority,  
Government of Sindh,  
Karachi

Subject : Information and Permission for Training of Six Month Oracle ERP Course at IBA, Karachi  
R/Sir,

This is submitted that I have been selected for training in Oracle ERP to be conducted by the Institute of Business Administration (IBA) Karachi. In this regard you are requested to allow me to take the classes regularly.

This is for your information and to seek your permission please. Copy of the selection notification through email is attached please.

Your Sincerely,

Adeel Manzoor Soomro  
Assistant Director (Budgets & Accounts)

*Sumar*

4/11/22 1:37 PM

Gmail - Selection in NAVTCC Program

**M** Gmail

Adeel Soomro <adeelsoomro.smta@gmail.com>

## Selection in NAVTCC Program

1 message

soc\_cict <soc\_cict@ba.edu.pk>

Mon, Apr 11, 2022 at 8:27 AM

To: "adeelsoomro.smta@gmail.com" <adeelsoomro.smta@gmail.com>

Dear Adeel

Hop you are doing well .. we are pleased to inform you that you have been selected in Oracle ERP course, the duration of the course is six months during Ramadan the classes will be 10:00 a.m. to 02:00 p.m. Saturday and Sunday after Ramadan it will be 5 days 06:00 p.m. to 09:00 p.m., you are requested to take classes on time

Regards

**Mahwish Ahmed**

Senior Office Coordinator – CICT

Institute of Business Administration

Karachi

TEL: (+9221)-38104700 (Ext 1160)

Mobile: (+92)0335-0349961



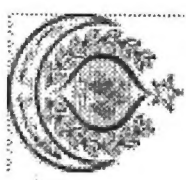
 : Please consider the environment before printing this e-mail

**CONFIDENTIALITY / DISCLAIMER NOTICE:** This e-mail and any attachments may contain confidential and privileged information. If you are not the intended recipient, please notify the sender immediately by return e-mail, delete this e-mail and destroy any copies. Any dissemination or use of this information by a person other than the intended recipient is unauthorized and may be illegal.

Recommended



Government of Sindh  
Accountant General Sind, Karachi  
Monthly Salary Statement (March-2022)



Personal Information of Mr ADEEL MANZOOR SOOMRO d/w/s of MANZOOR AHMED SOOMRO

Personnel Number: 10872381      CNIC: 4550269086957

NTN:

Date of Birth: 01.06.1984

Entry into Govt. Service: 29.05.2017

Length of Service: 04 Years 10 Months 004 Days

Employment Category: Regular / Contract

Designation: ACCOUNTS OFFICER

40000016-Labour, Trans, Ind&C, Deptt.

DDO Code: KQ2307-SINDH MASS TRANSIT AUTHORITY KARACHI

Payroll Section: 006

GPF Section: 006

Cash Center:

GPF A/C No:

Interest Applied: No

GPF Balance:

0.00

Vendor Number: 30772501 - ADEEL MANZOOR SOOMRO SINDH BANK, A/C 0003114446561000

Pay and Allowances:

Pay scale: BPS For - 2017

Pay Scale Type: Civil    BPS: 17

Pay Stage: 1-

| Wage type |           | Amount    | Wage type |  | Amount |
|-----------|-----------|-----------|-----------|--|--------|
| 0039      | Basic Pay | 92,000.00 |           |  | 0.00   |

Deductions - General

| Wage type |            | Amount    | Wage type |  | Amount |
|-----------|------------|-----------|-----------|--|--------|
| 3609      | Income Tax | -2,100.00 |           |  | 0.00   |

Deductions - Loans and Advances

| Loan | Description | Principal amount | Deduction | Balance |
|------|-------------|------------------|-----------|---------|
|------|-------------|------------------|-----------|---------|

Deductions - Income Tax

Payable: 20,399.95      Recovered till March-2022: 14,100.00      Exempted: 0.05-      Recoverable: 6,300.00

Gross Pay (Rs.): 92,000.00      Deductions: (Rs.): -2,100.00      Net Pay: (Rs.): 89,900.00

Payee Name: ADEEL MANZOOR SOOMRO

Account Number: 0003114446561000

Bank Details: SINDH BANK LIMITED, 630311 GIZRI BRANCH G-12-1/2 & 23 CLI GIZRI BRANCH G-12-1/2 & 23 CLI, KARACHI

Leaves:      Opening Balance:      Aailed:      Earned:      Balance:

Permanent Address:

City: KARACHI

Domicile: SN - Sindh

Housing Status: No Official

Temp. Address:

City:

Email:

To,

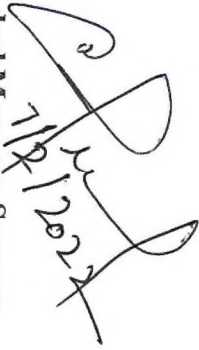
The Deputy Director Budget & Accounts,  
Sindh Mass Transit Authority (SMTA),  
Karachi.

**Subject: Request for Two (02) Days Leave Due To Personal Work.**

R/Sir,

With due respect it is state that I have an important work at Hyderabad, that is why I will not be able to come office due to the subject reasons. In this regard, I request to grant me leave of two days w.e.f 10-02-2022 to 11-02-2022.

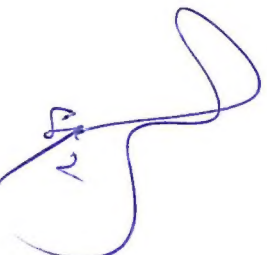

I shall be thankful to you for considering my leave application.

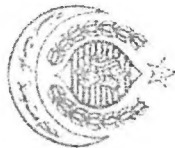
  
11/2/2022  
**Adel Manzoor Soomro**  
Assistant Director Budget & Accounts  
SMTA

*Recommended*

  
8/2/22

M.D. SMTA:

  
8/2/22  




**GOVERNMENT OF SINDH  
TRANSPORT & MASS TRANSIT  
DEPARTMENT**

Karachi, dated 11<sup>th</sup> August, 2020.

**NOTIFICATION**

**No. SO (G)/7(680)/2016:** With the approval of competent authority (i.e. Chief Minister, Sindh), the contract period of following employees of Sindh Mass Transit Authority, Transport & Mass Transit Department, Government of Sindh are hereby extended for a period of two (02) year as mentioned against each. No TA/DA and other allowances will be admissible:-

| S. No. | NAME                    | DESIGNATION                            | CONTRACT<br>EXTENDED W.E.F |
|--------|-------------------------|--|----------------------------|
| 1      | Syed Yazim Ali Shah     | Deputy Director (Admin & HR)           | 29.05.2020                 |
| 2      | Mr. Rafay Ali Leghari   | Deputy Director (Finance & Accounts)   | 29.05.2020                 |
| 3      | Mr. Kashif Ali Khan     | Deputy Director (Contract/Procurement) | 03.07.2020                 |
| 4      | Ms. Ambreen Fatima      | Media Manager/PRO                      | 02.06.2020                 |
| 5      | Mr. Rizwan Yousif       | Executive Engineer                     | 03.07.2020                 |
| 6      | Syed Khan Muhammad Shah | Executive Engineer                     | 01.06.2020                 |
| 7      | Mr. Babar Ali Khan      | Administrative Officer                 | 31.05.2020                 |
| 8      | Mr. Adeel Manzoor       | Accounts Officer                       | 29.05.2020                 |
| 9      | Mr. Aizaz Sardar        | Assistant Engineer                     | 16.05.2020                 |
| 10     | Mr. Rizwan              | Assistant Engineer                     | 03.07.2020                 |

-GHULAM ABBAS DETHO-  
SECRETARY TO GOVERNMENT OF SINDH

**No. SO (G)/7(680)/2016:**

Karachi, dated the 11<sup>th</sup> August, 2020

A copy is forwarded for information & necessary action to:-

1. The Accountant General Sindh, Karachi.
- ✓ 2. The Managing Director, Sindh Mass Transit Authority, TMTD, Karachi.
3. The P.S to Minister, Transport & Mass Transit, Sindh, Karachi
4. The P.S to Secretary, Transport & Mass Transit Department, Karachi.
5. Officer concerned.
6. Notification File.



(GHULAM FAROOQ MANGRIQ)  
SECTION OFFICER (GENERAL)  
For Secretary to Government of Sindh





GOVERNMENT OF SINDH  
SINDH MASS TRANSIT AUTHORITY  
TRANSPORT & MASS TRANSIT DEPARTMENT

|               |  |  |  |
|---------------|--|--|--|
| CARD NO.      |  | DATE OF ISSUE  |  |
| NAME          |  | ADEEL MANZOOR SOOMRO   |  |
| FATHER'S NAME |  | MANZOOR AHMED SOOMRO   |  |
| DESIGNATION   |  | ACCOUNT OFFICER  |  |
| DEPARTMENT    |  | SINDH MASS TRANSIT AUTHORITY<br>TRANSPORT & MASS TRANSIT DEPARTMENT<br>GOVERNMENT OF SINDH |  |



SIGNATURE OF HOLDER

DIRECTOR ADMINISTRATION & HR  
FOR MANAGING DIRECTOR (SMTA) ISSUE AUTHORITY

RESIDENTIAL ADDRESS: PLOT # 64/1-m-PECHS Block-6  
KARACHI, SINDH, PAKISTAN

OFFICE PH # 021-35865392 RES. PH: # 0333-3071524

BLOOD GROUP B Positive DATE OF BIRTH 01-06-1984

CNIC NO. 45502-6908695-7

THIS CARD IS THE PROPERTY OF  
SINDH MASS TRANSIT AUTHORITY  
TRANSPORT & MASS TRANSIT DEPARTMENT  
GOVERNMENT OF SINDH  
IF FOUND PLEASE RETURN TO ISSUING AUTHORITY

PLEASE WRITE BIO DATA  
CLEARLY WITH BOLD LETTERS



NO.SMTC/ADMIN/ORDER/2017/209  
GOVERNMENT OF SINDH  
TRANSPORT & MASS  
TRANSIT DEPARTMENT

**NOTIFICATION**

**NO.SMTC/ADMIN/HIRING/2017/09/86:-** In pursuance of this department's offer order of even number dated 22-05-2017, Mr. Adeel Manzoor, **Account Officer**, Sindh Mass Transit Cell (SMTC), Transport & Mass Transit Department is hereby allowed to join Transport & Mass Transit Department, Government of Sindh w.e.f 29-05-2017 on contract basis for three (03) years with fixed monthly salary amounting to Rs.80,000/-. No TA / DA and other allowances will be allowed.

2. Terms and conditions will be followed.

**SECRETARY TO GOVERNMENT OF SINDH**

**NO.SMTC/ADMIN/HIRING/2017/09/86**

**Karachi dated the 5<sup>th</sup> June, 2017**

A copy is forwarded for information to: -

1. The Accountant General Sindh, Karachi.
2. The Director General, Sindh Mass Transit Cell (SMTC), Transport & Mass Transit Department, Government of Sindh, Karachi.
3. The Private Secretary to Secretary, Transport & Mass Transit Department, Government of Sindh, Karachi.
4. Officer Concerned.
5. Office Notification File.

(QASSIM DADA)  
DIRECTOR (F&A)

*Qassim Dada*  
*Received*  
*[Signature]*



SERVICES HOSPITAL  
GOVERNMENT OF SINDH  
KARACHI

NO. SHK/MED/PI/ 1211 Dated 28-05-2017

Ref No. SMT/Adm/141010472017/135 24-05-2017

Medical Fitness Certificate

I / We hereby certify that I / We have examined Mr / Mrs / Miss Adeel Menzon

Sc Menzon Ahmed Sohrw a candidate for employment in the

Transport New Trust Department and cannot discover that he

/she has any disease, constitutional weakness or bodily infirmity except General Vitis

Heav I / We do not consider this a disqualification for employment in  
the office of Accounts Officer

His age is, according to his/her own statement 33 years.  
and by appearance about Thirty Three years.

Mark of Identification: Lat mark on Rt. shoulder

CNIC No. 45502-6808695-7



28/5/17  
CIVIL SURGEON  
KARACHI

Date 29-5-2017

The Secretary to Government of Sindh  
Transport Department  
Karachi

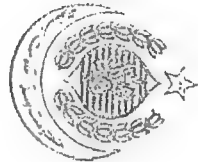
SUBJECT: ACCEPTANCE & JOINING REPORT FOR THE  
POST OF ACCOUNT OFFICER, SINDH MASS  
TRANSIT CELL (SMTC) TRANSPORT & MASS  
TRANSIT DEPARTMENT.

With reference to Sindh Mass Transit Cell,  
Transport & Mass Transit Department Government  
of Sindh Office letter NO: SO, SMTC/ADMIN/HRNG/  
2017/09/86 dated 22nd May 2017 regarding the  
appointment for the Post of Account Officer  
copy of Office letter & ORIGINAL Medical Fitness  
Certificate enclosed.

I hereby accept all the terms & condition laid  
down in the Office appointment letter and  
join my ~~office~~ duty today on dated 29-5-

Regards  
ADDEEL MANZOOK  
~~ADDEEL~~





No. SMTc/ ADMIN/ HIRING/ 2017/ 135-  
**GOVERNMENT OF SINDH**  
**SINDH MASS TRANSIT CELL**  
**TRANSPORT & MASS TRANSIT**  
**DEPARTMENT**  
Karachi, dated 24<sup>th</sup> May, 2017

To,

The Medical Superintendent,  
Services Hospital,  
Karachi.

**SUBJECT:**

**OFFER OF APPOINTMENT TO THE POST OF "ACCOUNTS**  
**OFFICER", SINDH MASS TRANSIT CELL, (SMTc) UNDER**  
**TRANSPORT & MASS TRANSIT DEPARTMENT, (TMTD), GOS.**

I am directed to refer to the subject noted above and to state that Mr. Adeel Manzoor S/o Manzoor Ahmed Soomro has been appointed as an "Accounts Officer" SMTc/ADMIN/HIRING/2017/09/86 dated 22-05-2017 on contract basis for three years (copy enclosed).

2. It is, therefore, requested that he may be medically examined & issue Medical Fitness Report.

  
**(QASSIM DADA)**  
Director (F&A)  
SMTc / TMTD

A copy is forwarded for information to the P.S to Secretary, Transport & Mass Transit Department, Karachi.

  
**Director (F&A)**





NO.SMTC/ADMIN/HIRING/2017/04146.  
GOVERNMENT OF SINDH  
SINDH MASS TRANSIT CELL  
TRANSPORT & MASS TRANSIT  
DEPARTMENT  
Karachi dated the 22<sup>nd</sup> May, 2017

To,


Mr. Adeel Manzoor

SUBJECT: OFFER LETTER FOR THE POSITION OF "ACCOUNT OFFICER", SINDH MASS TRANSIT CELL (SMTC)" TRANSPORT & MASS TRANSIT DEPARTMENT.

With the approval of Competent Authority, you are hereby offered the post of "ACCOUNT OFFICER", SINDH MASS TRANSIT CELL (SMTC)" which has been created under the aegis of Transport & Mass Transit Department purely on temporary basis for a contract period of three (03) years with Lump sum Remuneration amounting to Rs.80,000/- per month on the following terms and conditions:-

- i) You will be governed by such rules and orders as applicable to other civil servants of your grade / contract rules.
- ii) You will undergo a medical examination service (contract basis) and your contract appointment will be subject to the condition that you are declared medically fit by the competent medical authority.
- iii) In case of your tendering resignations, you will not leave the charge of your post unless and until your resignation is formally accepted. Behaviors contrary to this condition will tantamount to misconduct and will be dealt with accordingly.
- iv) Your services are purely on temporary / contract basis.
- v) Your services will be on the basis of satisfactory performance and liable to terminate if found any negligence.
- vi) You shall perform all such functions / services as envisaged in the Sindh Mass Transit Authority (SMTA) Act 2016 under the Administrative Control of Transport & Mass Transit Department, Govt. of Sindh.
- vii) After establishment of Sindh Mass Transit Authority (SMTA), your services will be absorbed from SMTC to SMTA as per SG&CD's Notification vide NO.SO(C-IV)/SG&CD/4-13/15, dated 23-11-2016.

2. If you accept the offer on the terms and conditions specified above, you should report for duty to Secretary, Transport & Mass Transit Department, Government of Sindh within Seven (07) days of the issue of this offer. Failing which it will be presumed that you are not willing to accept it which will be cancelled without any notice.

  
(Qasim Dada)  
Director(F&A)  
Sindh Mass Transit Cell


A copy is forwarded for information to the PS to Secretary Transport & Mass Transit Department, Govt. of Sindh Karachi.

Director (Finance & Admin)

To


The Secretary to Government of Sindh  
Transport Department  
Karachi

**SUBJECT:** ACCEPTANCE FOR OFFER LETTER FOR THE POSITION OF  
"ACCOUNT OFFICER" SINDH MASS TRANSIT CELL (SMTc)  
TRANSPORT & MASS TRANSIT DEPARTMENT

With reference to Sindh Mass Transit Cell, Transport & Mass Transit  
Department Government of Sindh Offer letter No: SO.SMTC/ADMIN/HIRING/2017/09/86  
dated 22<sup>nd</sup> May, 2017 regarding the Appointment for the Post of Account Officer  
(copy enclosed). 


2. I hereby accept all the terms & conditions laid down in the offer appointment  
letter ~~and joining my duty today dated 25-05-2017~~



  
(Adeel Manzoor)  
Account Officer  
Cell# 0333-3071524

Al-e-Soft

## ADEEL MANZOOR SOOMRO

|                            |  |             |              |                  |   |
|----------------------------|--|-------------|--------------|------------------|---|
| <b>Professional Résumé</b> |  |             |              |                  |  |
| <b>Date of Birth:</b>      | 01 - June - 1984   | <b>Age:</b> | 32           | Years            |   |
| <b>Address:</b>            | Current Address Plot # 64/1 - M- PECHS, block 6 Karachi Pakistan.<br>Permanent Address: House # B-584, Shandadu Mohallah Rohri, District Sukkur. |             |              |                  |   |
| <b>Contact:</b>            | (92-333)   | 3071524     | <b>Cell:</b> | (92-314) 2763089 |   |
| <b>Email(s):</b>           | <a href="mailto:soomro_adeel@hotmail.com">soomro_adeel@hotmail.com</a>   |             |              |                  |   |

**Objective:** To seek a competitive full time position that would enable me to properly utilize my knowledge, interpersonal skills and practical work sense in the field of Finance, Accounts and Audit.

### Professional Career Summary:

|                                   |   |                     |  |
|-----------------------------------|---|---------------------|--|
| <b>Professional Certification</b> | : | ACCA (Part-2)       |  |
| <b>Education</b>                  | : | M/A Economic, B.Com |  |
| <b>Work Experience</b>            | : | Duration            | Organization & Designation   |
|                                   |   | Mar 16 to date      | AL NOOR SUGAR MILLS LIMITED (MDF DIVISION) as a Manager Internal Control |
|                                   |   | 28 May 2017         |  |
|                                   |   | Nov 12 – Feb 16     | Moro Textile Mills Limited as a Manager Internal Audit                   |
|                                   |   | Jun 10 – July 12    | Umar Spinning Private Limited as Deputy Manager Internal Audit           |
|                                   |   | Jan 08 – June 10    | Sooty Enterprises Pvt Ltd as Senior Internal Auditor                     |
|                                   |   | Jan-06– Nov 07      | Tanzeem & Co Chartered Accountants as Audit trainee                      |

### Work Experience (most recent on the top)

|                              |   |   |
|------------------------------|---|---|
| <b>Organization</b>          | : | AL NOOR SUGAR MILLS LIMITED (MDF DIVISION) (ALNOOR LASANI)  |
| <b>Organization Type</b>     | : | The business of MDF board Division is to manufacture and sell medium density fiber board with brand name <b>ALNOOR LASANI</b> to local as well as foreign customers. MDF board division is engaged in manufacturing of Raw board as well as laminated and foiled board and currently offering laminated board in 99 textures. Recently MDF has introduced board laminated on High gloss paper first time in Pakistan. |
| <b>Designation</b>           | : | Manager Internal Control  |
| <b>Tenure</b>                | : | March 2016 to date  |
| <b>Location</b>              | : | Head office in Karachi & Production Plant in Shahpur Jahnia Near Moro Sindh Pakistan.   |
| <b>Area(s) of Experience</b> | : | Reviewing the company's system, internal control and analyzing risk. Audit with efficiency and cost benefit approach.   |
| <b>Reporting to</b>          | : | GM Finance & Managing Director.   |
| <b>Responsibility</b>        | : | Management Reporting, Audit & Assurance, Formulating Strategy, Forecasting, Leading & Supervision of Payroll Department, RAW Material Weighbridge Department Gate Inward/ Outward material Through SAP,   |
| <b>Span of Control</b>       | : | 17staff (1 Audit Assistant, 4 Payroll, 8 Weighbridge Department & 4 Gate Inward / Outward SAP.  |
| <b>Brief Job Description</b> | : | <ul style="list-style-type: none"> <li>Reviewing the company's system, internal controls &amp; analyzing risk</li> <li>Redesigning of various accounting systems and procedures which enhance internal</li> </ul>   |

|                                |  |
|--------------------------------|--|
|                                | <ul style="list-style-type: none"> <li>controls through SAP Business One.</li> <li>Check Compliance of company policies by Post and Pre Audit and verifying the cash flows of factory.</li> <li>Reviewing day to day book keeping ensuring that acceptable Accounting procedures are adopted for recording financial transactions.</li> <li>Leading Team for physical verification of finished product, stocks, stores &amp; spares, maintenance of proper stock levels</li> <li>Supervision and day to day direct monitoring of Payroll department, Weighbridge department &amp; Gate Inward/ Outward material.</li> <li>Working on SAP Business One of Abacus Consulting: Financial Management. System, Inventory System, Sales Management System, and Human Resources Management System. Weighbridge System, Material Inward / Out ward system and Payroll System of TimeTax (EFFRO TECH).</li> </ul> |
| <b>Organization</b> :          | <b>Moro Textile Mills Limited.</b>   |
| <b>Organization Type</b> :     | Cotton Yarn Maker  |
| <b>Designation</b> :           | Manager Internal Audit   |
| <b>Tenure</b> :                | November 2012 till February 2016.  |
| <b>Location</b> :              | Head office in Karachi, & Production Plant in Moro Sindh Pakistan.   |
| <b>Area(s) of Experience</b> : | <ul style="list-style-type: none"> <li>Reviewing the company's system, internal control and analyzing risk.</li> <li>Audit with efficiency and cost benefit approach.</li> </ul>   |
| <b>Reporting to</b> :          | Chief Financial Officer & Managing Director.   |
| <b>Responsibility</b>          | Management Reporting, Audit & Assurance, Formulating Strategy, Budget & Forecasting, Leading & Supervision.  |
| <b>Span of Control</b> :       | 2 staff including 1 Senior Auditor & 1 Staff Audit Assistant   |
| <b>Brief Job Description</b> : | <ul style="list-style-type: none"> <li>Reviewing the company's system, internal controls &amp; analyzing risk.</li> <li>Redesigning of various accounting systems and procedures which enhance internal controls and reduce cycle time.</li> <li>Check Compliance of company policies by Post and Pre Audit.</li> <li>Individual Audit assignments performed like Fixed Assets, Human Resources, Sales,</li> <li>Leading Team for physical verification of stocks, stores &amp; spares, maintenance of proper stock levels.</li> <li>Reviewing monthly book keeping ensuring that acceptable Accounting procedures are adopted for recording financial transactions.</li> </ul>  |
| <b>Organization</b> :          | <b>Umar Spinning Mills Private Limited.</b>  |
| <b>Organization Type</b> :     | Cotton Yarn Maker  |
| <b>Designation</b> :           | Deputy Manager Internal Audit  |
| <b>Tenure</b> :                | June 2010 to July 2012   |
| <b>Location</b> :              | Head office in Karachi, Branch Office in Lahore, and Production Unit in Raiwind Pakistan.  |
| <b>Area(s) of Experience</b> : | <ul style="list-style-type: none"> <li>Reviewing the company's system, internal control and analyzing risk.</li> <li>Audit with efficiency and cost benefit approach.</li> </ul>   |
| <b>Reporting to</b> :          | Chief Financial Officer & Managing Director.   |
| <b>Responsibility</b> :        | Management Reporting, Audit & Assurance, Formulating Strategy, Budget & Forecasting, Leading & Supervision.  |
| <b>Span of Control</b> :       | 2 staff including 1 Senior Auditor & 1 Staff Audit Assistant   |
| <b>Brief Job Description</b> : | <ul style="list-style-type: none"> <li>Reviewing the company's system, internal controls &amp; analyzing risk.</li> <li>Redesigning of various accounting systems and procedures which enhance internal controls and reduce cycle time.</li> <li>Check Compliance of company policies by Post and Pre Audit.</li> <li>Individual Audit assignments performed like Fixed Assets, Human Resources, Sales,</li> <li>Leading Team for physical verification of stocks, stores &amp; spares, maintenance of proper stock levels.</li> <li>Reviewing monthly book keeping ensuring that acceptable Accounting procedures are adopted for recording financial transactions.</li> <li>Working on ERP system web based of <b>ITG, Modules:</b> Financial Management. System, Inventory System, Sales Management System, and Human Resources</li> </ul>  |

|                                |  |
|--------------------------------|--|
|                                | Management System.   |
| <b>Organization</b> :          | <b>Sooty Enterprises Pvt Ltd.</b>  |
| <b>Organization Type</b> :     | Denim Pant Maker / Export to Different countries.  |
| <b>Designation</b> :           | Senior Internal Auditor  |
| <b>Tenure</b> :                | January 2008 to June 2010  |
| <b>Location</b> :              | Karachi, Pakistan  |
| <b>Area(s) of Experience</b> : | Reviewing the company's system, internal control and analyzing risk.<br>Audit with efficiency and cost benefit approach.   |
| <b>Reporting to</b> :          | Manager Audit, Asst Manager Audit & Managing Director  |
| <b>Responsibility</b> :        | Management Reporting, Audit & Assurance, Formulating Strategy, Budget & Forecasting, Leading & Supervision   |
| <b>Brief Job Description</b> : | <ul style="list-style-type: none"> <li>• Providing an independent and objective opinion on risk management, control and governance;</li> <li>• Examining, evaluating and monitoring the adequacy and effectiveness of accounting and internal control system.</li> <li>• Providing formal assurance to support the financial statement.</li> <li>• Providing advice and support on audit issues.</li> <li>• Reviewing the company's system and analyzing risk.</li> <li>• Individual Audit assignments performed like Fixed Assets, Human Resources, Sales, etc.</li> <li>• To conduct the operational and financial audit.</li> <li>• To conduct the physical stock counts on different locations.</li> <li>• To conduct vouchers audits like Cash Payments, Bank Payments and Cash receive etc.</li> <li>• Ensuring effective co-ordination and consistent delivery of internal audit reports.</li> <li>• Working in Supply Chain Management (SCM) Sidat Hyder Program, Sidat Hyder financials (GL), Oracle based Human Resources management system (HRMS)</li> <li>• Any other work assign by the Managements.</li> </ul> |
| <b>Organization</b> :          | <b>Tanzeem &amp; Comapany Chartered Accountants</b>  |
| <b>Organization Type</b> :     | Chartered Accountant   |
| <b>Designation</b> :           | Audit Trainee  |
| <b>Tenure</b> :                | January 06 – Nov 07  |
| <b>Location</b> :              | Karachi, Pakistan  |
| <b>Area(s) of Experience</b> : | Audit & Related Financial Services   |
| <b>Reporting to</b> :          | Reporting directly to the Supervisor, Manager and Partner  |
| <b>Responsibility</b> :        | Professional exposure in respect of Audit & Related Financial Services   |
| <b>Brief Job Description</b> : | <ul style="list-style-type: none"> <li>• Determine that all reports to be issued reflect the work performed and meet the reporting and auditing standards of the Firm and the profession.</li> </ul> <p><b>During the training following Company's were audited:</b></p> <ul style="list-style-type: none"> <li>• Habib Motorcycle (Private) Limited</li> <li>• Hamdard Laboratory Waqf Pakistan</li> <li>• BNS Logistic (Private) Limited</li> <li>• Dadabhoi Cement</li> <li>• Dadabhoi Energy</li> <li>• Dadabhoi Construction</li> </ul>   |

**ional Certification & Academic Education (most recent on the top)**



|   |   |                           |                              |                             |                              |   |                      |  |                      |
|---|---|---------------------------|------------------------------|-----------------------------|------------------------------|---|----------------------|--|----------------------|
| <b>PROFESSIONAL<br/>QUALIFICATION</b>           | <p>Association of Chartered Certified Accountants – (ACCA) Part-2</p>   |                           |                              |                             |                              |   |                      |  |                      |
| <b>ACADEMIC<br/>QUALIFICATION</b>               | <p>Association of Chartered Certified Accountants – (ACCA) - United Kingdom.</p> <p>ACCA (the Association of Chartered Certified Accountants) is the fastest-growing global professional accountancy body. Within the ACCA Qualification, there is a strong focus on professional values, ethics and governance - skills which are essential as the accountancy profession moves towards strengthened codes of conduct, regulation and legislation with an increasing focus on professionalism and ethics in accounting.</p> <table border="0"> <tr> <td>Master of Economics- 2007</td> <td>Shah Abdul Latif University.</td> </tr> <tr> <td>Bachelor of Commerce - 2005</td> <td>Shah Abdul Latif University.</td> </tr> <tr> <td>Higher School Certificate in Pre-Medical - 2003</td> <td>Public School Sukkur</td> </tr> <tr> <td>Secondary School Certificate in Science - 2001</td> <td>Public School Sukkur</td> </tr> </table> | Master of Economics- 2007 | Shah Abdul Latif University. | Bachelor of Commerce - 2005 | Shah Abdul Latif University. | Higher School Certificate in Pre-Medical - 2003 | Public School Sukkur | Secondary School Certificate in Science - 2001 | Public School Sukkur |
| Master of Economics- 2007                       | Shah Abdul Latif University.  |                           |                              |                             |                              |   |                      |  |                      |
| Bachelor of Commerce - 2005                     | Shah Abdul Latif University.  |                           |                              |                             |                              |   |                      |  |                      |
| Higher School Certificate in Pre-Medical - 2003 | Public School Sukkur  |                           |                              |                             |                              |   |                      |  |                      |
| Secondary School Certificate in Science - 2001  | Public School Sukkur  |                           |                              |                             |                              |   |                      |  |                      |

## Certification

| Sr. | Skills & Abilities   |
|-----|--|
| 1   | Introductory Level of Certified Accounting Technician (CAT)        |
| 2   | Certification in Information Technology (CIT) from B.I.S.E. Sukkur |

## Computer Skills and Other Abilities

| Sr. | Skills & Abilities        | Proficiency Level | Last Used / Practiced |
|-----|---------------------------|-------------------|-----------------------|
| 1   | Word Processing           | Good              | Currently Using       |
| 2   | Outlook Express           | Good              | Currently Using       |
| 3   | Spread Sheet              | Good              | Currently Using       |
| 4   | Budgeting and Forecasting | Good              | Currently Using       |

## Activities

| Sr. | Skills & Abilities          |
|-----|-----------------------------|
| 1   | Reading News Papers & Books |
| 2   | Listening Music             |
| 3   | Internet Surfing etc        |

## Personal Information

|                     |   |                        |
|---------------------|---|------------------------|
| Father's Name       | : | Manzoor Ahmed Soomro   |
| Marital Status      | : | Married                |
| Nationality         | : | Pakistani              |
| CNIC No.            | : | 45502-6908695-7        |
| Language Competency | : | Sindhi, Urdu, English, |

**Reference**

|   | Name                 | Organization                                    | Know As   | Contact No.      |
|---|----------------------|---|-----------|------------------|
| 1 | Mr. Nouman Rafiq     | Head of Finance, Alinma<br>Tokio Marine Company | Colleague | +966 11 2123910  |
| 2 | Mr. Shaukat Ali Khan | GM Inventory Alkaram Towel                      | Colleague | +92-333- 3191496 |

Sr. No. B3-0122161

Registration No. S-22-122161

CNIC No. 45502-6908695-7



Prime Minister's  
Youth Programme

**Government of Pakistan  
National Vocational & Technical Training Commission (NAVTTC)  
Prime Minister's Youth Skills Development Program**

This Certificate is awarded to ADEEL MANZOOR SOOMRO S/D/o MANZOOR AHMED SOOMRO

at Karachi on this 06<sup>th</sup> day of January, 2023

on successful completion of the certificate course of

Certificate In Oracle (ERP)

in B Grade

from 07<sup>th</sup> March, 2022 to 06<sup>th</sup> September, 2022

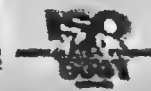
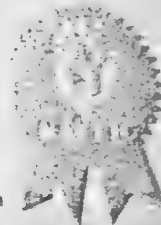
Institute of Business Administration Karachi

from

*Sajid Baloch*  
Executive Director  
NAVTTC



**APACC**  
Asia Pacific Accreditation and Certification Commission



*Muhammad Ali Qasbi*  
Director General  
NAVTTC Regional Office Sindh Karachi  
Government of Pakistan

**Director General  
NAVTTC**

Book No. IR 0136

Certificate No. IR 013591

Seat No. 1051



# SHAH ABDUL LATIF UNIVERSITY, KHAIRPUR

Having successfully passed the courses of studies  
as a Regular candidate in the Faculty of Management Sciences  
the degree of

**MASTER OF BUSINESS ADMINISTRATION**

(3.5 YEARS PROGRAM) FINANCE

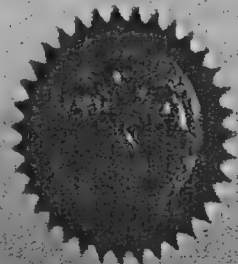
"B" GRADE

is hereby conferred upon

**ADEEL MANZOOR S/O MANZOOR AHMED SOOMRO**

in the year 2021

Given under the Seal of Shah Abdul Latif University at Khairpur, Sindh, Pakistan  
on February 10, 2023



Controller of Examinations

Registrar

Vice Chancellor



Book No. GE0133



Certificate No. GE013236

Seat No. 83423

# SHAH ABDUL LATIF UNIVERSITY, KHAIRPUR

Having successfully passed the courses of studies  
as an External candidate in the Faculty of Social Science & Arts

the degree of  
**MASTER OF ARTS**

**ECONOMICS**

**SECOND DIVISION**

is hereby conferred upon

**ADEEL MANZOOR S/O MANZOOR AHMED SOOMRO**

in the year 2007

Given under the Seal of Shah Abdul Latif University at Khairpur, Sindh, Pakistan  
on June 17, 2020



  
Controller of Examinations

  
Registrar

  
Vice Chancellor

KAFAYATULLAH KHAN  
Deputy Director  
Sindh Motor Transport Authority  
Transport & Motor Transport Department  
Government of Sindh



# SHAH ABDUL LATIF UNIVERSITY, KHAIRPUR



Certificate No. B- 026958

Book No. B- 270

## CLASSIFICATION

First Class 60% & above  
Second Class 45% to 59%  
Third Class 33% to 44%

## MARKS CERTIFICATE

Certificate showing the number of Marks secured by

Mr. / Miss.

S/o / D/o

in each head of passing at the M.A. (Final) in

Subject,

Annual / Supplementary Examination of 20

held in

| Seat No.  | Paper I | Paper II | Paper III | Paper IV | Practical/Thesis/<br>Monogram | Viva<br>Voce | Total Marks of<br>M.A. (Final) | Pass<br>or<br>Fail | Total Marks of<br>M.A. (Previous) | Grand Total<br>Marks of M.A.<br>Prev. & Final | Class  | Remarks |
|---|---------|----------|-----------|----------|-------------------------------|--------------|--------------------------------|--------------------|-----------------------------------|---|--------|---------|
| 83423   |         |          |           |          |                               | 100          | 500                            |                    | 500                               | 1000  |        |         |
| Maximum<br>Marks  | 100     | 100      | 100       | 100      |                               | 100          | 500                            |                    |                                   |   |        |         |
| Minimum<br>Marks for<br>Passing                         | 33      | 33       | 33        | 33       |                               | 33           |                                |                    |                                   |   |        |         |
| Marks<br>Obtained                                       | 55      | 45       | 72        | 45       |                               | 40           | 258                            | Pass               | 289                               | 547   | Second |         |
| Total Marks obtained (in words) Two hundred forty seven |         |          |           |          |                               |              |                                |                    |                                   |   |        |         |

Khairpur (Sindh, Pakistan)

Note: The University reserves the right of issuing any correction in the result if any mistake is detected later on.

Dated

20

Controller of Examinations

Book No. GE0133



Certificate No. GE013239

Seat No. 73392

# SHAH ABDUL LATIF UNIVERSITY, KHAIRPUR

Having successfully passed the courses of studies  
as a Regular candidate in the Faculty of Commerce & Business Administration

the degree of  
**BACHELOR OF COMMERCE**

PASS

SECOND DIVISION


is hereby conferred upon

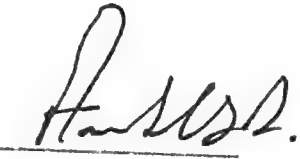
**ADEEL MANZOOR S/O MANZOOR AHMED SOOMRO**

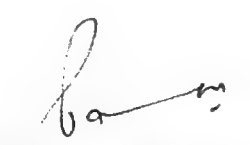
in the year 2005

Given under the Seal of Shah Abdul Latif University at Khairpur, Sindh, Pakistan  
on June 17, 2020



  
Controller of Examinations

  
Registrar

  
Vice Chancellor

RAFIYAH LATIF  
Deputy Director (M.T.)  
Sindh Mass Transit Authority  
Transport & Mass Transit Department  
Government of Sindh

# Shah Abdul Latif Unibersity, Khairpur, Sindh, Pakistan



Book No. C- 026

Certificate No. C- 002537

## MARKS CERTIFICATE

Certificate showing the number of Marks secured by

### CLASSIFICATION

First Class 60% & above  
Second Class 45% to 59%  
Third Class 33% to 44%

Mr./M/s Adeel Manzoor  
S/o/D/o Manzoor Soomro  
in each head of passing at the B.Com (Pass) Part-II (New Course) Annual / Supplementary Examination of 2005  
held in the month of Sept 2005

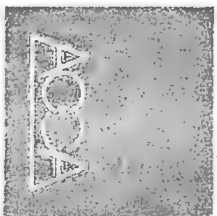
| Seat No.   | Economics of Pakistan | Advanced Accounting | Cost Accounting | Business Taxation | Business Law | Auditing | Business Communications | Pakistan Studies | Total Marks of Part II | Pass or Fail | Total Marks of Part I | Grand Total of Part I & II | Class         | Remarks |
|--|-----------------------|---------------------|-----------------|-------------------|--------------|----------|-------------------------|------------------|------------------------|--------------|-----------------------|----------------------------|---------------|---------|
| <u>73392</u>   | I                     | II                  | III             | IV                | V            | VI       | VII                     | VIII             |                        |              |                       |                            |               |         |
| Maximum Marks  | 100                   | 100                 | 100             | 100               | 100          | 100      | 100                     | 50               | 750                    |              | 750                   | 1500                       |               |         |
| Minimum Marks for Passing  | 33                    | 33                  | 33              | 33                | 33           | 33       | 33                      | 17               |                        |              |                       |                            |               |         |
| Marks Obtained   | 67                    | 70                  | 62              | 53                | 57           | 68       | 55                      | 31               | 463                    | <u>Pass</u>  | 391                   | 854                        | <u>Second</u> |         |
| Total Marks obtained (in words) <u>Eight hundreded fifty four only</u> |                       |                     |                 |                   |              |          |                         |                  |                        |              |                       |                            |               |         |

Note: The University reserves the right of issuing any correction in the result, if any mistake is detected later on.

Dated ..... 20 .....

*[Signature]*  
Controller of Examinations





# Provisional Results Notification for ACCA Computer Based Examinations

This is to certify that

**Adeel Manzoor**

has achieved the following provisional result  
in the Computer Based Examination in Paper

**1.1 (INT) Preparing Financial Statements**  
**64% - Pass**

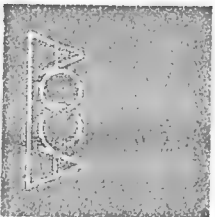
held at

**Tabern's School of Accountancy**

on

**07/02/06**

~~This is a provisional result that will be verified and confirmed  
by ACCA on your next Examination Entry Form.~~



# Provisional Results Notification for ACCA Computer Based Examinations

This is to certify that

**Adeel Manzoor**

**has achieved the following provisional result  
in the Computer Based Examination in Paper**

**1.2 Financial Information for Management  
50% - Pass**

held at

**Tahani's School of Accountancy**

on

**20/03/06**

**This is a provisional result that will be verified and confirmed  
by ACCA on your next Examination Entry Form.**





# Introductory Level

This is to certify that

Adeel Manzoor Soomro

completed Introductory Level of the  
Certified Accounting Technician examinations

The subjects covered were:

|    |   |      |
|----|---|------|
| T1 | Recording Financial Transactions<br>(Pass by CBE) | Pass |
| T2 | Information for Management<br>(Pass by CBE)       | Pass |

1028914

1305457/877/439



1028914  
Mr Adeel Manzoor Soomro  
Abdullah Terrace  
Flat No C 31 Block No 16  
Gulistan E Johar  
KARACHI  
Sindh  
PAKISTAN

1 March 2005

Ref: CERT/Ref: Cert/1028914

Dear Mr Adeel Manzoor Soomro

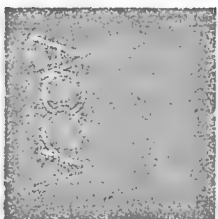
Following the December 2004 examination session please find enclosed your certificate of completion.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Bennett'.

Judith Bennett  
Head of Examinations, Customer Services





# Provisional Results Notification for ACCA Computer Based Examinations

This is to certify that

**Adeel Manzoor Soomro**

has achieved the following provisional result  
in the Computer Based Examination in Paper

**T1(INT)-Recording Financial Transactions  
74% - Pass**

held at  
**Al-Hamd Academy**

on  
**4/13/04**

This is a provisional result that will be verified and confirmed  
by ACCA on your next Examination Entry Form.



# Provisional Results Notification for ACCA Computer Based Examinations

This is to certify that

**Adeel Manzoor Soomro**

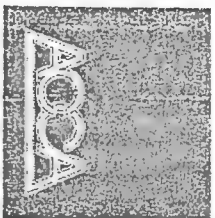
has achieved the following provisional result  
in the Computer Based Examination in Paper

**T2-Information for Management Control**  
**56% - Pass**

held at  
**Al-Hamad Academy**

on  
**4/15/04**

~~This is a provisional~~ result that will be verified and confirmed  
by ACCA at your next Examination Entry Form.



# Provisional Results Notification for ACCA Computer Based Examinations

This is to certify that

**Adeel Manzoor Soomro**

has achieved the following provisional result  
in the Computer Based Examination in Paper

**T3(INT)-Maintaining Financial Records  
58% - Pass**

held at  
**Al-Hamd Academy**

on  
**10/27/04**

This is a provisional result that will be verified and confirmed  
by ACCA on your next Examination Entry Form.



# AL-NOOR SUGAR MILLS LIMITED

## (MDF BOARD DIVISION)



15<sup>th</sup> Sep, 2017



### TO WHOM IT MAY CONCERN

This is to certify that Mr. Adeel Manzoor Soomro S/O Manzoor Ahmed Soomro worked for Alnoor Sugar Mills MDF Board Division from **Mar 01<sup>st</sup>, 2016 till May 30<sup>th</sup>, 2017** as a "Manager Internal Control". Adeel is a responsible, hardworking and honest person and the management was fully satisfied with his performance.

Adeel was responsible for following additional Departments: Accounts, Time Office & Payroll, Weighbridge, Raw and Finished Goods. He also demonstrated that he is a team player by maintaining strong relationships with his team members and showed excellent leadership skills.

Since his employment in Al-Noor MDF, Adeel has shown an excellent attitude to his work and has been a popular team member. We wish him success in all his future endeavours.

**Sincerely,**  
For Alnoor Sugar Mills Ltd.  
(MDF Board Division)

  
  
**Muhammad Asif Hingora**  
General Manager Finance

cc: Personal File

Head Office:  
96-A, Sindhi Muslim Housing Society,  
Karachi-74400, Pakistan.  
Phone No: 92-21 34392120, 34389272, 34559853  
E-mail: info@alnoorlasani.com

Factory:  
Shahpur Jahania, Taluka: Moro  
District: Naushero Feroze,  
Sindh, Pakistan.  
Phone No: 0244-314055, 314057  
Fax No: 0244-314056

# Moro textile mills limited



5, March, 2016

## TO WHOM IT MAY CONCERN

### EXPERIENCE CERTIFICATE

This is to certify that Mr. Adeel Manzoor Soomro, S/o. Manzoor Ahmed Soomro, CNIC, 45502-6908695-7, has been associated with Moro Textile Mills Ltd from , 1<sup>st</sup>, October, 2012 to 28<sup>th</sup>, February, 2016 as a Manager Internal Audit with additional charge of Head of Administration for period from 8, February, 2013 to 28, February, 2016.

Moreover, we would like to reflect over his conduct during his stay with us we found him active, confident person, he is professionally sound and hardworking. He has been found sincere, reliable and trustworthy. He has a genuine temperament and can efficiently work in a team for the realization of organizational goals and objectives.

He resigned by his own will. We wish him all the best in his future endeavor.

Sincerely

Director

Moro Textile Mills Ltd



Umer Spinning Mills  
(Pvt.) LIMITED

September 05, 2012

TO WHOM IT MAY CONCERN

This is to certify that Mr. Adeel Manzoor S/O Manzoor Ahmed Soomro having NIC No. 45502-6908695-7 is working with this organization From June, 23, 2010 to July, 16, 2012 as  
**Deputy Manager Internal Audit.**

During his service tenure of a long attachment, he is performing with his all efficiency and hard working being an efficient and devoted employee of the organization.

Moreover, I would like to reflect his conduct during his stay with us, he has found sincere, reliable, and trustworthy. He has genial temperament and efficiently works in a team to achieve organizational goals and objectives.

We wish him every success and all the best in his future endeavors.

H.R Manager

# SOORTY

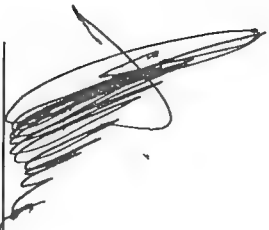
June 20, 2010

## TO WHOM IT MAY CONCERN

This is to certify that Mr. **ADEEL MANZOOR S/O MANZOOR AHMED** having NIC No. 45502-6908695-7 have been working as a Senior Internal Auditor in Finance Department since 02-01-2008.

He tendered his resignation on his own accord on June 21, 2010. During his service tenure, the Management found him hard working and efficient one who always discharged his duties with his all devotion and dedication.

We wish him every success in his future endeavors and assignments.

  
\_\_\_\_\_  
**G.M (Finance)**



**SOORTY ENTERPRISES (PVT.) LTD.**  
Plot 26, Sector 23, Korangi Industrial Area, Karachi, 74900, Pakistan.  
UAN: +92-21-111-111-735 / +92-21-35061912 Fax: +92-21-35060584/35061053  
E-Mail: [contact@soorty.com](mailto:contact@soorty.com) Website: [www.soorty.com](http://www.soorty.com)



**TANZEEM & COMPANY**  
CHARTERED ACCOUNTANTS

■ Suite No. 6, Second Floor,  
Kashif Centre,  
Shohrah-e-Faisal  
Karachi-75530

■ Phone : +92(021) 5640414-415  
Fax : +92(021) 5640416  
Email : [tanzeemco@pk.netsoftir.com](mailto:tanzeemco@pk.netsoftir.com)

### TO WHOM IT MAY CONCERN

This is to certify that Mr. Adeel Manzoor S/O Manzoor Ahmed Soomro had been working with the firm for the period mention below:

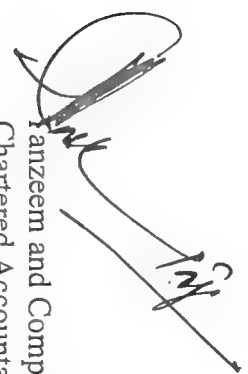
Date of joining the Firm: January, 01, 2006

Date of resigning from the firm: November, 30, 2007

Designation: Auditor

During the tenure of his service we found him honest, dedicated and hard working. He has left the firm of his own choice and we wish him all the Success in his future endeavors.

Karachi  
December, 5, 2007

  
Tanzeem and Company  
Chartered Accountants



BOARD OF INTERMEDIATE & SECONDARY EDUCATION SUKKUR - SINDH



CERTIFICATE

This is to certify that the candidate

Abul Majeed S/O-D/O Majeed Ahmed Soomro  
bearing Seat No. 45423 of ~~Govt.~~ Fakir School Sukkur

appeared in the paper of information Technology (I.T) as an  
optional Subject at HSC Part-II (Group Pre-Medical) Annual  
Examination 2003, and declared Pass/Fail by securing  
063 marks out of 100.

(PROF: ABDUL QAYOUM BHATTI)  
CONTROLLER OF EXAMINATIONS

*Ar.*

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION

Book No.ss 05300

Centre Sukkur

SUKKUR, SINDH



Certificate No.ss 529923

Seat No. 98534

Group: Science/General

SECONDARY SCHOOL CERTIFICATE EXAMINATION 2001  
ANNUAL/SUPPLEMENTARY

This is to Certify that Adeel Manzoor S/o, D/o Manzoor Ahmed, Joomra of the  
Government Public High School Sukkur has passed the Secondary School Certificate Examination  
held in the month of February 2001 as a Regular/Private candidate and qualified in the following subjects:

COMPONENT I

1. Urdu & Sindhi Salees or Sindhi & Urdu Salees or English Literature & Urdu Salees / Geography of Pakistan
2. English
3. Pakistan Studies
4. Islamiat

COMPONENT II

Science Group

1. Physics
2. Chemistry
3. Mathematics
4. Biology

General Group

1. General Science
2. General Mathematics
3.   /
4.   /

COMPONENT III

He/She offered   /    
as a vocational subject under  
this Component and has been  
awarded Grade   /    
by his/her Institution on the  
basis of internal assessment.

The candidate obtained "B" Grade by securing 540

His/Her date of birth as recorded in the admission form is 01st June Marks out of 850-Marks. The Examination was taken by the candidate as whole/in parts

His/Her marks of identification are one thousand nine hundred and Eighty four

Sukkur, Sindh.

Dated 16 JUL 2003

  /    
Controller of Examinations.

  /    
Secretary

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION  
SUKKUR, SINDH

Book No. HS 02929  
Seat No. 45423



Certificate No. HS 292849  
Group Pre-Medical

HIGHER SECONDARY CERTIFICATE EXAMINATION, 2003  
ANNUAL/SUPPLEMENTARY


This is to certify that Adil Manzoor  
Son/Daughter of Manzoor, Soomro  
a student of Public School, Sukkur  
passed the HIGHER SECONDARY CERTIFICATE EXAMINATION  
of the Board of Intermediate & Secondary Education, Sukkur, held in the  
month of April 2003

He/She was placed in "B" Grade by securing 763  
Marks out of 1100/1200 Marks.

The Examination was taken as a whole/in parts.  
His/Her marks of identification are \_\_\_\_\_

Sukkur, Sindh  
Dated: 3-8-2005

  
Controller of Examinations

  
Secretary

APPENDIX - XIV  
FORM P-I

The Pakistan Citizenship Act 1951 (11 of 1951) & Rule made there under  
(Vide Rule 23)

CERTIFICATE OF DOMICILE

Whereas \_\_\_\_\_ S/O \_\_\_\_\_  
(in block letters)

has applied for a certificate of domicile under the Pakistan Citizenship Act 1951 (11 of 1951) alleging with respect to himself/herself the particulars set out below, and has satisfied the undersigned that the condition said in Section 17 of the said Act for the grant of a certificate of domicile are fulfilled in said \_\_\_\_\_ case.

Now therefore, in pursuance of the powers conferred by the said Act and the rules made there under, the undersigned hereby grants to the said \_\_\_\_\_ this certificate of domicile.

In witness whereof, I have here to subscribed my name this day 5 of June of 1955

Name: \_\_\_\_\_

Executive District Officer  
(Revenue) Sukkur.

PARTICULARS RELATING TO THE APPLICANT

Full Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Address in Pakistan: \_\_\_\_\_

Address in the country outside Pakistan: \_\_\_\_\_

(Place \_\_\_\_\_ Taluka \_\_\_\_\_ Distt: \_\_\_\_\_)  
(Prov / Admn.) \_\_\_\_\_

Place of Domicile: \_\_\_\_\_

Date of arrival in the place of domicile: \_\_\_\_\_

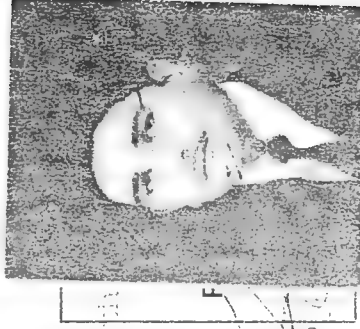
Married / Single / Widow / Widower. \_\_\_\_\_

Name of wife of husband. \_\_\_\_\_

Names of children & their ages: \_\_\_\_\_

Trade of Occupation: \_\_\_\_\_

Remarks of Identification: \_\_\_\_\_



Name: \_\_\_\_\_  
Executive District Officer  
(Revenue) Sukkur.  
Date: \_\_\_\_\_



E-2330  
25.6.83

**FORM "C"**  
[ (SEE RULE 5) (I) (A) ]

Form Of Certificate of Permanent Residence in the Province of  
Sindh for the purpose of admission to an Educational Institution specified in rule  
2 (I) of the Sindh Permanent Resident Certificate Rules, 1971.

**C E R T I F I C A T E**

I hereby certify that for the reasons given below,  
Mr/Mrs/Miss Miss Maryam Begum has his/her  
Permanent resident in Sukkur  
(here enter name of place) Sukkur  
District in the Province of Sindh.

This certificate is granted solely for the purposes of admission  
to an Educational Institution in Sindh.

(HERE ENTER REASONS)

1. Born at: Sukkur
2. Educated at: Sukkur
3. Permanently settled at: Sukkur



Name: Dr. Saad Ahmed Hanjra

Place: Sukkur

Dated: 25-6-83

**Executive District Officer  
(Revenue), Sukkur.**

S-2322  
25-6-83

**FORM "D"**  
{(SEE RULES 5) (I) (A) }

Form Of Certificate of Permanent Residence certificate in  
the Province of Sindh for the purpose the recruitment to the Public  
Service in Sindh.

# CERTIFICATE

I hereby certify that for the reasons given below

Mr/Mrs/Miss. Adeel Khan S/o Nazoor Ahmed Soomro  
has his/her, Permanent resident in Sindhudis Police Range  
(here enter in name of place) Sukkur District in the  
province of Sindh.

This certificate is granted solely for the purposes of  
recruitment to the Public Service in Sindh.

(HERE ENTER REASONS)

1. Born at: Rani
2. Educated at: Sindh
3. Permanently settled at: Sindh



Name: (Dr/Sayed Ahmed Manghele)

**Executive District Officer**  
(Revenue), Sukkur.

Place: Sukkur

Dated: 25-6-83

Sukkur



SINDH MASS TRANSIT AUTHORITY  
GOVERNMENT OF SINDH

|     |  |
|-----|--|
| C/L |  |
| E/L |  |
| S/L |  |

LEAVE APPLICATION

EMPLOYEE PERSONAL NO. \_\_\_\_\_

Name of Applicant ADZEL MAZDOOR 500MRO

Designation ACCOUNTS OFFICER Department FINANCE

Reason of Leave PERSONAL WORK AT HOME TOWN

Contact Number 03333071524 Date of Submission 7-12-2020

| Start Date | End Date   | Total Days |
|------------|------------|------------|
| 21-12-2020 | 24-12-2020 | 4 Days     |

Signature of Applicant

Signature of Line Manager

Signature of Admin & HR

ADZEL  
may kindly approve



Off: 021-99332911

Sindh Mass Transit Authority  
Transport & Mass Transit Department  
Government of Sindh

|     |                                     |
|-----|-------------------------------------|
| C/L | <input checked="" type="checkbox"/> |
| E/L | <input type="checkbox"/>            |
| S/L | <input type="checkbox"/>            |
| A/L | <input type="checkbox"/>            |

LEAVE APPLICATION

EMPLOYEE PERSONAL NO. \_\_\_\_\_  
Name of Applicant ADZEL MANDOR, 500M20  
Designation ACCOUNT OFFICER Department FINANCE  
Reason of Leave PERSONAL Reason  
Contact Number 0333-3071524 Date of Submission \_\_\_\_\_

|            |                   |          |                   |            |           |
|------------|-------------------|----------|-------------------|------------|-----------|
| Start Date | <u>29-09-2020</u> | End Date | <u>30-09-2020</u> | Total Days | <u>01</u> |
|------------|-------------------|----------|-------------------|------------|-----------|

Signature of Applicant

Signature of Line Manager

Signature of Admin & HR





Off: 021-99332911

SINDH MASS TRANSIT AUTHORITY  
TRANSPORT & MASS TRANSIT DEPARTMENT  
GOVERNMENT OF SINDH

|     |   |
|-----|---|
| C/L | ✓ |
| E/L |   |
| S/L |   |
| A/L |   |

LEAVE APPLICATION

EMPLOYEE PERSONAL NO. \_\_\_\_\_  
Name of Applicant ADTEL MANZOR SOOMRO  
Designation ACCOUNT OPERATOR Department TRANSPORT  
Reason of Leave Personal work at Sukkur  
Contact Number 0333075224 Date of Submission 14-09-2020

|            |            |          |            |            |    |
|------------|------------|----------|------------|------------|----|
| Start Date | 21-09-2020 | End Date | 25-09-2020 | Total Days | 05 |
|------------|------------|----------|------------|------------|----|

Signature of Applicant

Signature of Line Manager

Signature of Admin & HR



**SINDH MASS TRANSIT AUTHORITY**  
**TRANSPORT & MASS TRANSIT DEPARTMENT**  
**GOVERNMENT OF SINDH**

|     |  |
|-----|--|
| C/L |  |
| E/L |  |
| S/L |  |
| A/L |  |

**LEAVE APPLICATION**

EMPLOYEE PERSONAL NO. \_\_\_\_\_  
Name of Applicant ADIEL MAN 2001 Soomro  
Designation Account Officer  
Reason of Leave Personal  
Contact Number \_\_\_\_\_  
Date of Submission 5-July-2021

|            |           |
|------------|-----------|
| Start Date | 12-7-2021 |
| End Date   | 16-7-2021 |
| Total Days | 5         |

Signature of Applicant

Signature of Line Manager

Signature of Admin & HR

*(Handwritten signatures)*

| Designation      | Name          | Date      | Clock In | Clock Out Late | Absent | Exception Department           |
|------------------|---------------|-----------|----------|----------------|--------|--------------------------------|
| Accounts Officer | Adeel Manzoor | 01-Dec-21 | 09:50    | 17:20          |        | Finance & Account              |
| Accounts Officer | Adeel Manzoor | 02-Dec-21 | 10:00    | 20:43          | 01:00  | Finance & Account              |
| Accounts Officer | Adeel Manzoor | 03-Dec-21 | 09:33    | 17:52          |        | Finance & Account              |
| Accounts Officer | Adeel Manzoor | 06-Dec-21 | 09:43    | 19:39          |        | Finance & Account              |
| Accounts Officer | Adeel Manzoor | 07-Dec-21 | 09:43    | 19:52          |        | Finance & Account              |
| Accounts Officer | Adeel Manzoor | 08-Dec-21 | 09:53    | 17:58          |        | Finance & Account              |
| Accounts Officer | Adeel Manzoor | 09-Dec-21 | 09:51    |                |        | Finance & Account              |
| Accounts Officer | Adeel Manzoor | 10-Dec-21 | 10:13    |                | 01:13  | Finance & Account              |
| Accounts Officer | Adeel Manzoor | 13-Dec-21 |          |                | True   | Finance & Account              |
| Accounts Officer | Adeel Manzoor | 14-Dec-21 | 09:55    | 19:42          |        | Finance & Account              |
| Accounts Officer | Adeel Manzoor | 15-Dec-21 | 10:00    | 22:56          | 01:00  | Finance & Account              |
| Accounts Officer | Adeel Manzoor | 16-Dec-21 |          | 20:07          | 01:01  | Finance & Account              |
| Accounts Officer | Adeel Manzoor | 17-Dec-21 |          |                | True   | Finance & Account              |
| Accounts Officer | Adeel Manzoor | 20-Dec-21 |          | 20:14          | 01:01  | Finance & Account              |
| Accounts Officer | Adeel Manzoor | 21-Dec-21 | 09:30    | 20:33          |        | Finance & Account              |
| Accounts Officer | Adeel Manzoor | 22-Dec-21 |          | 20:24          |        | Finance & Account              |
| Accounts Officer | Adeel Manzoor | 23-Dec-21 | 09:40    | 21:20          |        | Finance & Account              |
| Accounts Officer | Adeel Manzoor | 24-Dec-21 | 09:50    | 20:50          |        | Finance & Account              |
| Accounts Officer | Adeel Manzoor | 28-Dec-21 |          |                |        | Casual Leave Finance & Account |
| Accounts Officer | Adeel Manzoor | 29-Dec-21 |          |                |        | Casual Leave Finance & Account |
| Accounts Officer | Adeel Manzoor | 30-Dec-21 |          |                |        | Casual Leave Finance & Account |
| Accounts Officer | Adeel Manzoor | 31-Dec-21 |          |                |        | Casual Leave Finance & Account |

To,

The Managing Director,  
Sindh Mass Transit Authority (SMTA),  
Karachi.


**Subject: Request for Four (04) Days Leave Due To Personal Work At Home**

R/Sir,


With due respect it is state that I have an important work at home that is why I will not be able to come office due to the subject reasons. In this regard, I request to grant me leave of four days w.e.f 28-12-2021 to 31-12-2021.

I Shall be thankful to you for considering my application.

Recommended by a subject  
of availability of a emergency

  
Adeel Manzoor Soomro  
Accounts Officer  
SMTA

  
Adeel Manzoor Soomro

  
24/12/21

  
Adeel Manzoor Soomro

01

|                  |               |           |                 |       |                        |                 |
|------------------|---------------|-----------|-----------------|-------|------------------------|-----------------|
| Accounts Officer | Adeel Manzoor | 03-Jan-22 | 10:21           | 17:46 | 01:21                  | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 04-Jan-22 | 10:18           | 19:02 | 01:18                  | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 05-Jan-22 | 09:56           |       |                        | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 06-Jan-22 | 09:58           | 19:07 |                        | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 07-Jan-22 | 10:51           | 18:41 | 01:51 <i>stucklife</i> | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 10-Jan-22 | 09:58           | 19:35 |                        | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 11-Jan-22 | 10:34 <i>AG</i> | 20:33 | 01:01                  | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 12-Jan-22 | 10:34           | 20:21 | 01:34                  | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 13-Jan-22 | 10:20 <i>AG</i> | 19:32 | 01:01                  | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 14-Jan-22 | 10:12           | 20:08 | 01:20                  | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 17-Jan-22 | 10:12           | 21:06 | 01:12                  | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 18-Jan-22 | 09:48           | 19:34 |                        | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 19-Jan-22 | 10:14           | 19:40 | 01:14                  | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 20-Jan-22 | 10:07 <i>AG</i> | 20:20 | 01:01                  | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 21-Jan-22 | 10:07           | 18:22 | 01:07                  | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 24-Jan-22 | 09:58           | 20:43 | 01:09                  | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 26-Jan-22 | 09:59 <i>AG</i> | 18:24 | 01:01                  | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 27-Jan-22 | 09:57           | 21:43 |                        | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 28-Jan-22 | 09:57           | 20:06 |                        | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 31-Jan-22 | 09:51           | 20:38 |                        | Admin & Finance |

| Designation      | Name          | Date      | Clock In | Clock Out | Late  | Absent | Exception | Department      |
|------------------|---------------|-----------|----------|-----------|-------|--------|-----------|-----------------|
| Accounts Officer | Adeel Manzoor | 01-Mar-22 | 09:54    | 20:04     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 02-Mar-22 | 09:53    | 20:05     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 03-Mar-22 | 09:52    | 19:08     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 04-Mar-22 | 09:55    | 17:56     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 07-Mar-22 | 10:07    | 20:32     | 01:07 |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 08-Mar-22 | 10:00    | 20:21     | 01:00 |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 09-Mar-22 | 09:29    |           |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 10-Mar-22 | 09:56    | 21:03     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 11-Mar-22 | 09:58    | 19:48     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 14-Mar-22 | 09:21    | 21:30     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 15-Mar-22 | 11:56    | 18:29     | 02:56 |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 16-Mar-22 | 09:50    | 18:33     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 17-Mar-22 | 09:56    | 20:33     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 18-Mar-22 | 09:59    | 23:07     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 21-Mar-22 | 10:37    | 17:32     | 01:37 |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 22-Mar-22 | 09:56    | 20:21     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 24-Mar-22 |          | 21:21     | 01:01 |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 25-Mar-22 | 09:50    | 17:37     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 28-Mar-22 |          | 17:09     | 01:01 |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 29-Mar-22 |          | 16:57     | 01:01 |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 30-Mar-22 | 09:51    | 17:22     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 31-Mar-22 | 09:53    |           |       |        |           | Admin & Finance |



| Designation      | Name          | Date      | Clock In | Clock Out | Late  | Absent | Exception | Department      |
|------------------|---------------|-----------|----------|-----------|-------|--------|-----------|-----------------|
| Accounts Officer | Adeel Manzoor | 01-Feb-22 | 09:43    | 21:03     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 02-Feb-22 | 10:19    | 19:52     | 01:19 |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 03-Feb-22 | 09:33    | 19:53     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 04-Feb-22 | 09:44    | 19:57     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 07-Feb-22 | 10:14    | 17:11     | 01:14 |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 08-Feb-22 | 10:04    | 19:47     | 01:04 |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 09-Feb-22 |          | 20:07     | 01:01 |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 10-Feb-22 | 09:40    | 17:31     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 11-Feb-22 |          |           |       |        | CL        | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 14-Feb-22 | 11:51    | 17:48     | 02:51 |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 15-Feb-22 | 09:44    | 19:37     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 16-Feb-22 | 09:57    | 18:20     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 17-Feb-22 | 09:46    | 19:30     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 18-Feb-22 | 09:49    | 19:28     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 21-Feb-22 | 09:38    | 19:40     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 22-Feb-22 | 09:49    | 18:11     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 23-Feb-22 | 10:24    | 20:26     | 01:24 |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 24-Feb-22 | 10:31    |           | 01:31 |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 25-Feb-22 | 10:19    | 19:52     | 01:19 |        |           | Admin & Finance |

| Designation      | Name          | Date        | Clock In | Clock Out | Absent | Exception | Department         |
|------------------|---------------|-------------|----------|-----------|--------|-----------|--------------------|
| Accounts Officer | Adeel Manzoor | (.02-Nov-20 | 09:13    | 18:01     |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor | (.03-Nov-20 |          |           |        | Other     | Finance & Accounts |
| Accounts Officer | Adeel Manzoor | (.04-Nov-20 | 09:29    | 17:44     |        | Other     | Finance & Accounts |
| Accounts Officer | Adeel Manzoor | (.05-Nov-20 | 09:12    | 17:20     |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor | (.06-Nov-20 | 09:24    | 17:05     |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor | (.09-Nov-20 | 09:24    | 19:30     |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor | (.10-Nov-20 | 09:28    | 19:15     |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor | (.11-Nov-20 | 09:25    | 18:46     |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor | (.12-Nov-20 | 09:16    | 19:18     |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor | (.13-Nov-20 | 09:09    | 17:27     |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor | (.16-Nov-20 | 09:20    | 19:31     |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor | (.17-Nov-20 | 09:40    | 18:25     |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor | (.18-Nov-20 | 09:13    |           |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor | (.19-Nov-20 | 09:40    | 17:07     |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor | (.20-Nov-20 | 09:15    | 17:17     |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor | (.23-Nov-20 | 09:08    | 17:03     |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor | (.24-Nov-20 | 09:13    |           |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor | (.25-Nov-20 | 09:16    | 17:04     |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor | (.26-Nov-20 | 09:05    | 17:00     |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor | (.27-Nov-20 | 09:20    | 17:00     |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor | (.30-Nov-20 | 09:16    |           |        |           | Finance & Accounts |

| SNo  | Designation      | Name                     | Date      | Clock In | Clock Out | Late | Absent | Exception    | Department         |
|------|------------------|--------------------------|-----------|----------|-----------|------|--------|--------------|--------------------|
| 1    | Accounts Officer | Adeel Manzoor (ACC. Off) | 01-Dec-20 | 09:22    | 16:54     |      |        |              | Finance & Accounts |
| 2    | Accounts Officer | Adeel Manzoor (ACC. Off) | 02-Dec-20 | 09:25    | 21:39     |      |        |              | Finance & Accounts |
| 3    | Accounts Officer | Adeel Manzoor (ACC. Off) | 03-Dec-20 | 09:27    | 20:24     |      |        |              | Finance & Accounts |
| 4    | Accounts Officer | Adeel Manzoor (ACC. Off) | 04-Dec-20 | 09:28    | 17:03     |      |        |              | Finance & Accounts |
| 5    | Accounts Officer | Adeel Manzoor (ACC. Off) | 07-Dec-20 | 09:25    | 17:29     |      |        |              | Finance & Accounts |
| 6    | Accounts Officer | Adeel Manzoor (ACC. Off) | 08-Dec-20 | 09:21    | 18:37     |      |        |              | Finance & Accounts |
| 7    | Accounts Officer | Adeel Manzoor (ACC. Off) | 09-Dec-20 | 09:17    | 17:15     |      |        |              | Finance & Accounts |
| 8    | Accounts Officer | Adeel Manzoor (ACC. Off) | 10-Dec-20 | 09:27    | 18:34     |      |        |              | Finance & Accounts |
| 9    | Accounts Officer | Adeel Manzoor (ACC. Off) | 11-Dec-20 | 09:11    |           |      |        |              | Finance & Accounts |
| 10   | Accounts Officer | Adeel Manzoor (ACC. Off) | 14-Dec-20 | 09:35    | 17:57     |      |        |              | Finance & Accounts |
| 11   | Accounts Officer | Adeel Manzoor (ACC. Off) | 15-Dec-20 | 09:30    |           |      |        |              | Finance & Accounts |
| 12   | Accounts Officer | Adeel Manzoor (ACC. Off) | 16-Dec-20 | 09:29    | 19:10     |      |        |              | Finance & Accounts |
| 13   | Accounts Officer | Adeel Manzoor (ACC. Off) | 17-Dec-20 | 10:00    | 19:29     |      | 01:00  |              | Finance & Accounts |
| 14   | Accounts Officer | Adeel Manzoor (ACC. Off) | 18-Dec-20 | 09:33    |           |      |        |              | Finance & Accounts |
| 15   | Accounts Officer | Adeel Manzoor (ACC. Off) | 21-Dec-20 |          |           |      |        |              | Finance & Accounts |
| 16   | Accounts Officer | Adeel Manzoor (ACC. Off) | 22-Dec-20 |          |           |      |        | Annual Leave | Finance & Accounts |
| 17   | Accounts Officer | Adeel Manzoor (ACC. Off) | 23-Dec-20 |          |           |      |        | Annual Leave | Finance & Accounts |
| 18   | Accounts Officer | Adeel Manzoor (ACC. Off) | 24-Dec-20 |          |           |      |        | Annual Leave | Finance & Accounts |
| 19   | Accounts Officer | Adeel Manzoor (ACC. Off) | 28-Dec-20 | 10:06    |           |      | 01:06  |              | Finance & Accounts |
| 20   | Accounts Officer | Adeel Manzoor (ACC. Off) | 29-Dec-20 | 10:08    |           |      | 01:08  |              | Finance & Accounts |
| 21   | Accounts Officer | Adeel Manzoor (ACC. Off) | 30-Dec-20 |          |           |      |        |              | Finance & Accounts |
| 22   | Accounts Officer | Adeel Manzoor (ACC. Off) | 31-Dec-20 |          |           |      |        |              | Finance & Accounts |
| True |                  |                          |           |          |           |      |        |              |                    |
| True |                  |                          |           |          |           |      |        |              |                    |

| S. No | Designation      | Name                            | Date  | Clock In | Clock Out | Late  | Absent | Exception | Department         |
|-------|------------------|---------------------------------|-------|----------|-----------|-------|--------|-----------|--------------------|
| 1     | Accounts Officer | Adeel Manzoor (ACC. O 01-Jan-21 | 09:12 | 18:06    | 18:12     |       |        | True      | Finance & Accounts |
| 2     | Accounts Officer | Adeel Manzoor (ACC. O 05-Jan-21 | 09:55 | 18:12    | 09:38     | 18:05 |        |           | Finance & Accounts |
| 3     | Accounts Officer | Adeel Manzoor (ACC. O 06-Jan-21 | 09:38 | 18:05    | 09:33     |       |        |           | Finance & Accounts |
| 4     | Accounts Officer | Adeel Manzoor (ACC. O 07-Jan-21 | 09:33 |          | 09:50     | 17:23 |        |           | Finance & Accounts |
| 5     | Accounts Officer | Adeel Manzoor (ACC. O 08-Jan-21 | 09:50 | 17:23    | 18:02     | 01:15 |        |           | Finance & Accounts |
| 6     | Accounts Officer | Adeel Manzoor (ACC. O 11-Jan-21 | 10:15 | 18:02    | 18:11     |       |        |           | Finance & Accounts |
| 7     | Accounts Officer | Adeel Manzoor (ACC. O 12-Jan-21 | 09:33 | 18:11    | 17:55     |       |        |           | Finance & Accounts |
| 8     | Accounts Officer | Adeel Manzoor (ACC. O 13-Jan-21 | 09:51 | 17:55    | 17:34     |       |        |           | Finance & Accounts |
| 9     | Accounts Officer | Adeel Manzoor (ACC. O 14-Jan-21 | 09:57 | 17:34    | 16:43     |       |        |           | Finance & Accounts |
| 10    | Accounts Officer | Adeel Manzoor (ACC. O 15-Jan-21 | 09:44 | 16:43    | 19:37     | 01:31 |        |           | Finance & Accounts |
| 11    | Accounts Officer | Adeel Manzoor (ACC. O 18-Jan-21 | 10:31 | 19:37    | 17:53     |       |        |           | Finance & Accounts |
| 12    | Accounts Officer | Adeel Manzoor (ACC. O 19-Jan-21 | 09:41 | 17:49    | 18:03     |       |        |           | Finance & Accounts |
| 13    | Accounts Officer | Adeel Manzoor (ACC. O 20-Jan-21 | 09:29 | 17:49    | 18:03     |       |        |           | Finance & Accounts |
| 14    | Accounts Officer | Adeel Manzoor (ACC. O 21-Jan-21 | 09:29 | 18:03    | 17:22     |       |        |           | Finance & Accounts |
| 15    | Accounts Officer | Adeel Manzoor (ACC. O 22-Jan-21 | 09:46 | 17:22    | 18:53     | 01:00 | True   |           | Finance & Accounts |
| 16    | Accounts Officer | Adeel Manzoor (ACC. O 25-Jan-21 |       | 18:53    | 17:48     | 01:10 |        |           | Finance & Accounts |
| 17    | Accounts Officer | Adeel Manzoor (ACC. O 26-Jan-21 | 10:10 | 17:48    | 09:45     |       |        |           | Finance & Accounts |
| 18    | Accounts Officer | Adeel Manzoor (ACC. O 27-Jan-21 | 09:45 | 17:33    | 09:58     |       |        |           | Finance & Accounts |
| 19    | Accounts Officer | Adeel Manzoor (ACC. O 28-Jan-21 | 09:45 |          |           |       |        |           | Finance & Accounts |
| 20    | Accounts Officer | Adeel Manzoor (ACC. O 29-Jan-21 | 09:58 |          |           |       |        |           | Finance & Accounts |
| 21    | Accounts Officer |                                 |       |          |           |       |        |           | Finance & Accounts |

| SNO | Designation      | Name                     | Date      | Clock In | Clock Out | Late  | Absent | Exception | Department         |
|-----|------------------|--------------------------|-----------|----------|-----------|-------|--------|-----------|--------------------|
| 1   | Accounts Officer | Adeel Manzoor (ACC. Off) | 01-Feb-21 | 09:47    | 18:10     |       |        |           | Finance & Accounts |
| 2   | Accounts Officer | Adeel Manzoor (ACC. Off) | 02-Feb-21 | 09:35    | 17:53     |       |        |           | Finance & Accounts |
| 3   | Accounts Officer | Adeel Manzoor (ACC. Off) | 03-Feb-21 | 09:44    | 17:15     |       |        |           | Finance & Accounts |
| 4   | Accounts Officer | Adeel Manzoor (ACC. Off) | 04-Feb-21 | 09:26    | 17:16     |       |        |           | Finance & Accounts |
| 5   | Accounts Officer | Adeel Manzoor (ACC. Off) | 08-Feb-21 | 10:44    | 17:57     | 01:44 |        |           | Finance & Accounts |
| 6   | Accounts Officer | Adeel Manzoor (ACC. Off) | 09-Feb-21 | 09:55    | 17:52     |       |        |           | Finance & Accounts |
| 7   | Accounts Officer | Adeel Manzoor (ACC. Off) | 10-Feb-21 | 09:53    | 17:13     |       |        |           | Finance & Accounts |
| 8   | Accounts Officer | Adeel Manzoor (ACC. Off) | 11-Feb-21 | 10:00    | 17:18     |       |        |           | Finance & Accounts |
| 9   | Accounts Officer | Adeel Manzoor (ACC. Off) | 12-Feb-21 | 10:25    |           | 01:25 |        |           | Finance & Accounts |
| 10  | Accounts Officer | Adeel Manzoor (ACC. Off) | 15-Feb-21 | 09:56    | 18:13     |       |        |           | Finance & Accounts |
| 11  | Accounts Officer | Adeel Manzoor (ACC. Off) | 16-Feb-21 | 09:35    | 18:32     |       |        |           | Finance & Accounts |
| 12  | Accounts Officer | Adeel Manzoor (ACC. Off) | 17-Feb-21 | 09:58    |           |       |        |           | Finance & Accounts |
| 13  | Accounts Officer | Adeel Manzoor (ACC. Off) | 18-Feb-21 | 09:51    | 17:53     |       |        |           | Finance & Accounts |
| 14  | Accounts Officer | Adeel Manzoor (ACC. Off) | 19-Feb-21 | 09:58    | 17:50     |       |        |           | Finance & Accounts |
| 15  | Accounts Officer | Adeel Manzoor (ACC. Off) | 22-Feb-21 | 09:46    | 17:46     |       |        |           | Finance & Accounts |
| 16  | Accounts Officer | Adeel Manzoor (ACC. Off) | 23-Feb-21 | 09:58    | 17:46     |       |        |           | Finance & Accounts |
| 17  | Accounts Officer | Adeel Manzoor (ACC. Off) | 24-Feb-21 | 09:52    | 18:43     |       |        |           | Finance & Accounts |
| 18  | Accounts Officer | Adeel Manzoor (ACC. Off) | 25-Feb-21 | 09:56    | 17:44     |       |        |           | Finance & Accounts |
| 19  | Accounts Officer | Adeel Manzoor (ACC. Off) | 26-Feb-21 | 09:51    | 18:46     |       |        |           | Finance & Accounts |

| Designation      | Name                     | Date       | Clock In | Clock Out | Late  | Absent | Exception | Department         |
|------------------|--------------------------|------------|----------|-----------|-------|--------|-----------|--------------------|
| Accounts Officer | Adeel Manzoor (ACC. Off) | 03/05/2021 | 09:29    | 09:05     | 21:37 |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. Off) | 04/05/2021 | 09:05    | 09:27     | 18:40 |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. Off) | 05/05/2021 | 09:40    | 09:40     | 16:14 |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. Off) | 06/05/2021 | 09:30    | 09:45     |       |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. Off) | 17/05/2021 | 09:44    | 17:15     |       |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. Off) | 18/05/2021 | 09:57    | 17:15     |       |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. Off) | 19/05/2021 | 10:00    | 20:57     |       |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. Off) | 20/05/2021 | 09:58    | 19:25     |       |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. Off) | 21/05/2021 | 11:06    | 20:53     |       | 02:06  |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. Off) | 24/05/2021 | 09:53    | 17:32     |       |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. Off) | 25/05/2021 | 10:00    | 19:43     |       |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. Off) | 26/05/2021 | 10:00    | 20:18     |       |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. Off) | 27/05/2021 | 09:58    | 19:18     |       |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. Off) | 28/05/2021 |          | 20:37     |       | 01:00  |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. Off) | 31/05/2021 | 10:11    | 21:02     |       | 01:11  |           | Finance & Accounts |



| Date      | Designation      | Name                          | Clock In | Clock Out Late | Absent | Exception | Department         |
|-----------|------------------|-------------------------------|----------|----------------|--------|-----------|--------------------|
| 01-Mar-21 | Accounts Officer | Adeel Manzoor (ACC. Off 09:53 | 17:03    | 17:17          |        |           | Finance & Accounts |
| 02-Mar-21 | Accounts Officer | Adeel Manzoor (ACC. Off 09:28 | 17:38    | 17:17          |        |           | Finance & Accounts |
| 03-Mar-21 | Accounts Officer | Adeel Manzoor (ACC. Off 09:53 | 17:38    | 17:17          |        |           | Finance & Accounts |
| 04-Mar-21 | Accounts Officer | Adeel Manzoor (ACC. Off 09:49 | 17:01    | 17:01          |        |           | Finance & Accounts |
| 05-Mar-21 | Accounts Officer | Adeel Manzoor (ACC. Off 09:52 | 16:58    | 17:25          |        |           | Finance & Accounts |
| 08-Mar-21 | Accounts Officer | Adeel Manzoor (ACC. Off 09:57 | 17:25    | 17:41          |        |           | Finance & Accounts |
| 09-Mar-21 | Accounts Officer | Adeel Manzoor (ACC. Off 09:58 | 17:41    | 17:40          |        |           | Finance & Accounts |
| 10-Mar-21 | Accounts Officer | Adeel Manzoor (ACC. Off 09:51 | 17:40    | 18:09          |        |           | Finance & Accounts |
| 11-Mar-21 | Accounts Officer | Adeel Manzoor (ACC. Off 10:00 | 18:09    | 17:55          |        |           | Finance & Accounts |
| 12-Mar-21 | Accounts Officer | Adeel Manzoor (ACC. Off 09:58 | 17:55    | 17:18          |        |           | Finance & Accounts |
| 15-Mar-21 | Accounts Officer | Adeel Manzoor (ACC. Off 09:55 | 17:18    |                |        |           | Finance & Accounts |
| 16-Mar-21 | Accounts Officer | Adeel Manzoor (ACC. Off 09:57 |          |                | 01:08  |           | Finance & Accounts |
| 17-Mar-21 | Accounts Officer | Adeel Manzoor (ACC. Off 10:08 |          |                |        |           | Finance & Accounts |
| 18-Mar-21 | Accounts Officer | Adeel Manzoor (ACC. Off 09:51 |          |                |        |           | Finance & Accounts |
| 19-Mar-21 | Accounts Officer | Adeel Manzoor (ACC. Off 10:16 | 17:51    |                | 01:16  |           | Finance & Accounts |
| 22-Mar-21 | Accounts Officer | Adeel Manzoor (ACC. Off 10:00 |          |                |        |           | Finance & Accounts |
| 24-Mar-21 | Accounts Officer | Adeel Manzoor (ACC. Off 09:45 |          |                |        |           | Finance & Accounts |
| 25-Mar-21 | Accounts Officer | Adeel Manzoor (ACC. Off 09:46 |          |                |        |           | Finance & Accounts |
| 26-Mar-21 | Accounts Officer | Adeel Manzoor (ACC. Off 09:47 | 17:48    |                |        |           | Finance & Accounts |
| 29-Mar-21 | Accounts Officer | Adeel Manzoor (ACC. Off 09:58 | 17:34    |                |        |           | Finance & Accounts |
| 30-Mar-21 | Accounts Officer | Adeel Manzoor (ACC. Off 09:54 | 17:06    |                |        |           | Finance & Accounts |
| 31-Mar-21 | Accounts Officer | Adeel Manzoor (ACC. Off 09:58 | 17:57    |                |        |           | Finance & Accounts |

| Designation      | Name                     | Date      | Clock In | Clock Out Late | Absent | Exception | Department         |
|------------------|--------------------------|-----------|----------|----------------|--------|-----------|--------------------|
| Accounts Officer | Adeel Manzoor (ACC. Off) | 01-Jun-21 | 10:00    | 20:58          |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. Off) | 02-Jun-21 | 10:00    | 20:57          |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. Off) | 03-Jun-21 | 09:53    | 20:48          |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. Off) | 04-Jun-21 | 09:59    | 18:39          |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. Off) | 07-Jun-21 | 09:57    | 22:32          |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. Off) | 08-Jun-21 | 10:00    |                |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. Off) | 09-Jun-21 | 11:41    | 22:29          | 02:41  |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. Off) | 10-Jun-21 | 09:58    | 21:35          |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. Off) | 11-Jun-21 | 10:00    | 20:55          |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. Off) | 14-Jun-21 | 09:03    | 20:37          |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. Off) | 15-Jun-21 | 09:58    | 19:24          |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. Off) | 16-Jun-21 | 10:00    | 18:05          |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. Off) | 17-Jun-21 | 09:56    | 18:50          |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. Off) | 18-Jun-21 | 09:59    | 20:11          |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. Off) | 21-Jun-21 | 09:58    | 21:26          | 02:00  |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. Off) | 22-Jun-21 | 11:00    |                |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. Off) | 23-Jun-21 | 10:00    |                |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. Off) | 24-Jun-21 | 10:00    |                |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. Off) | 25-Jun-21 | 10:09    | 20:57          | 01:09  |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. Off) | 28-Jun-21 | 09:52    |                |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. Off) | 29-Jun-21 | 09:53    | 17:13          |        |           | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. Off) | 30-Jun-21 | 10:11    | 17:09          | 01:11  |           | Finance & Accounts |

| Designation      | Name                            | Date  | Clock In | Clock Out | Late  | Absent | Exception    | Department         |
|------------------|---------------------------------|-------|----------|-----------|-------|--------|--------------|--------------------|
| Accounts Officer | Adeel Manzoor (ACC. C 01-Jul-21 | 09:55 | 17:31    |           |       |        |              | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. C 02-Jul-21 | 11:04 | 19:42    |           |       |        |              | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. C 05-Jul-21 | 09:59 |          |           |       |        |              | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. C 06-Jul-21 | 09:57 | 17:49    |           |       |        |              | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. C 07-Jul-21 | 10:30 |          |           | 01:30 |        |              | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. C 08-Jul-21 | 09:58 | 17:31    |           |       |        |              | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. C 09-Jul-21 | 10:42 | 17:00    |           | 01:42 |        |              | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. C 12-Jul-21 |       |          |           |       |        | Casual Leave | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. C 13-Jul-21 |       |          |           |       |        | Casual Leave | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. C 14-Jul-21 |       |          |           |       |        | Casual Leave | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. C 15-Jul-21 |       |          |           |       |        | Casual Leave | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. C 16-Jul-21 |       |          |           |       |        | Casual Leave | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. C 19-Jul-21 | 10:00 |          |           |       |        | Casual Leave | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. C 23-Jul-21 | 10:49 |          |           | 01:49 |        |              | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. C 26-Jul-21 | 09:59 | 19:31    |           |       |        |              | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. C 27-Jul-21 | 10:00 | 17:52    |           |       |        |              | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. C 28-Jul-21 | 09:59 | 17:14    |           |       |        |              | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. C 29-Jul-21 | 09:57 |          |           |       |        |              | Finance & Accounts |
| Accounts Officer | Adeel Manzoor (ACC. C 30-Jul-21 | 11:04 |          |           |       |        |              | Finance & Accounts |
| Accounts Officer |                                 |       |          |           |       |        |              | Finance & Accounts |

| Designation      | Name          | Date      | Clock In | Clock Out | Late  | Absent | Exception | Department      |
|------------------|---------------|-----------|----------|-----------|-------|--------|-----------|-----------------|
| Accounts Officer | Adeel Manzoor | 01-Apr-22 | 09:59    | 20:49     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 04-Apr-22 |          |           |       | True   |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 05-Apr-22 | 10:00    | 16:53     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 06-Apr-22 |          | 16:58     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 07-Apr-22 | 09:59    | 18:31     | 01:01 |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 08-Apr-22 | 09:37    | 16:51     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 11-Apr-22 | 10:20    | 20:32     | 01:20 |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 12-Apr-22 | 09:51    | 17:37     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 13-Apr-22 | 09:59    | 17:29     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 14-Apr-22 | 09:55    | 16:16     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 15-Apr-22 | 09:50    |           |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 18-Apr-22 | 10:12    | 16:36     | 01:12 |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 19-Apr-22 | 09:47    | 17:01     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 20-Apr-22 | 09:50    | 17:55     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 21-Apr-22 | 10:30    | 18:05     | 01:30 |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 22-Apr-22 | 09:48    | 15:23     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 25-Apr-22 | 09:56    | 17:49     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 26-Apr-22 | 09:41    | 18:13     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 27-Apr-22 | 09:28    | 17:49     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 28-Apr-22 | 12:29    | 16:52     | 03:29 |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 29-Apr-22 | 10:03    |           | 01:03 |        |           | Admin & Finance |

| Description      | Name          | Date      | Clock In | Clock Out | Late  | Absent | Exception | Department      |
|------------------|---------------|-----------|----------|-----------|-------|--------|-----------|-----------------|
| Accounts Officer | Adeel Manzoor | 02-May-22 |          |           |       | True   |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 03-May-22 |          |           |       | True   |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 04-May-22 |          |           |       | True   |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 05-May-22 |          |           |       | True   |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 06-May-22 | 10:48    | 19:52     | 01:48 |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 09-May-22 | 09:37    | 17:49     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 10-May-22 | 09:35    | 18:02     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 11-May-22 | 09:22    | 17:52     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 12-May-22 | 09:14    | 19:58     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 13-May-22 | 09:14    | 19:48     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 16-May-22 | 09:09    | 18:23     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 17-May-22 | 09:06    | 18:32     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 18-May-22 | 09:13    | 19:46     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 19-May-22 | 09:03    | 19:39     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 20-May-22 | 09:13    | 18:56     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 23-May-22 | 09:05    | 20:40     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 24-May-22 | 09:11    | 17:34     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 25-May-22 | 09:12    | 19:22     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 26-May-22 | 09:32    | 18:11     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 27-May-22 | 09:17    | 18:02     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 30-May-22 | 09:24    | 21:04     |       |        |           | Admin & Finance |
| Accounts Officer | Adeel Manzoor | 31-May-22 | 09:14    |           |       |        |           | Admin & Finance |

| Designation      | Name          | Date      | Clock In | Clock Out Late | Absent | Exception Department |
|------------------|---------------|-----------|----------|----------------|--------|----------------------|
| Accounts Officer | Adeel Manzoor | 01-Jun-22 | 09:07    | 19:06          |        | Admin & Finance      |
| Accounts Officer | Adeel Manzoor | 02-Jun-22 | 09:15    | 18:53          |        | Admin & Finance      |
| Accounts Officer | Adeel Manzoor | 03-Jun-22 | 09:17    | 17:52          |        | Admin & Finance      |
| Accounts Officer | Adeel Manzoor | 06-Jun-22 | 09:13    | 17:39          |        | Admin & Finance      |
| Accounts Officer | Adeel Manzoor | 07-Jun-22 | 09:18    | 17:55          |        | Admin & Finance      |
| Accounts Officer | Adeel Manzoor | 08-Jun-22 | 09:18    | 18:16          |        | Admin & Finance      |
| Accounts Officer | Adeel Manzoor | 09-Jun-22 | 08:58    | 19:19          |        | Admin & Finance      |
| Accounts Officer | Adeel Manzoor | 10-Jun-22 | 09:08    | 21:13          |        | Admin & Finance      |
| Accounts Officer | Adeel Manzoor | 13-Jun-22 | 09:12    | 22:09          |        | Admin & Finance      |
| Accounts Officer | Adeel Manzoor | 14-Jun-22 | 09:33    | 22:09          |        | Admin & Finance      |
| Accounts Officer | Adeel Manzoor | 15-Jun-22 | 09:43    | 19:13          |        | Admin & Finance      |
| Accounts Officer | Adeel Manzoor | 16-Jun-22 | 09:30    | 20:04          |        | Admin & Finance      |
| Accounts Officer | Adeel Manzoor | 17-Jun-22 | 09:22    | 18:57          |        | Admin & Finance      |
| Accounts Officer | Adeel Manzoor | 20-Jun-22 | 09:28    | 20:54          |        | Admin & Finance      |
| Accounts Officer | Adeel Manzoor | 21-Jun-22 | 09:37    | 20:54          |        | Admin & Finance      |
| Accounts Officer | Adeel Manzoor | 22-Jun-22 | 09:26    | 17:59          |        | Admin & Finance      |
| Accounts Officer | Adeel Manzoor | 23-Jun-22 | 09:43    | 22:14          |        | Admin & Finance      |
| Accounts Officer | Adeel Manzoor | 24-Jun-22 | 09:19    | 21:39          |        | Admin & Finance      |
| Accounts Officer | Adeel Manzoor | 27-Jun-22 |          |                | True   | Admin & Finance      |
| Accounts Officer | Adeel Manzoor | 28-Jun-22 |          |                | CL     | Admin & Finance      |
| Accounts Officer | Adeel Manzoor | 29-Jun-22 |          |                | CL     | Admin & Finance      |
| Accounts Officer | Adeel Manzoor | 30-Jun-22 |          |                | CL     | Admin & Finance      |



To,

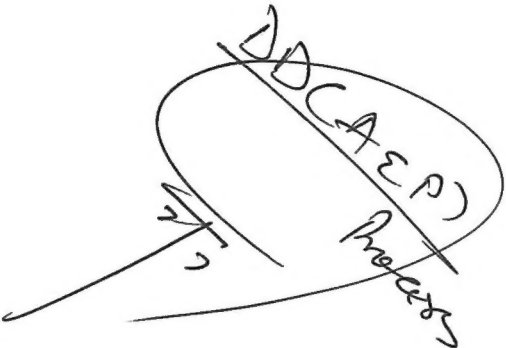
The Managing Director,  
Sindh Mass Transit Authority (SMTA),  
Karachi.


**Subject: REQUEST FOR THREE (3) DAYS LEAVE DUE TO EID-AL-ADHA CELEBRATION**

R/Sir,

With all due respect, it is mentioned that I would be unable to report to work for three days since I will be traveling to my hometown to celebrate Eid al-Adha. In light of this, I am requesting leave beginning on July 13 and running until July 15, 2022.

I shall be thankful to you for considering my leave application.

  
DDC(AEP) Manager

  
Adeel Manzoor Soomro  
Assistant Director Budget & Accounts  
SMTA